

### **How to apply for Family and Medical Leave:**

1. Complete the application for Family and/or Medical Leave. This form can be found on the Intranet or by contacting the Personnel office.
2. Provide a complete Certification of Health Care Provider form to the Family and Medical Leave Administrator in Personnel. This form may also be found on the Intranet or by contacting the Personnel office. The certification must be completed and signed by the health care provider or their representative.
3. The Family and Medical Leave Administrator will review the application and Certification of Health Care Provider forms and make the appropriate FMLA leave designation.
4. Once a FMLA determination has been made, the Administrator will notify the employee by certified mail regarding the status of their leave request. If leave is approved, the notification will state the dates and other details of the leave. If leave is denied, specific reason or reasons will be given.